

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.																																																																																									
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD										3. Service																																																																															
4. Employing Office Location										5. Duty Station										6. OPM Certification No.																																																																					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																																					
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																																											
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date																													
a. Office of Personnel Management																																																																																									
b. Department, Agency or Establishment																																																																																									
c. Second Level Review										Maintenance Helper										NA										4749										05										SN										12-31-01																													
d. First Level Review																																																																																									
e. Recommended by Supervisor or Initiating Office																																																																																									
16. Organizational Title of Position <i>(if different from official title)</i>																				17. Name of Employee <i>(if vacant, specify)</i>																																																																					
18. Department, Agency, or Establishment										c. Third Subdivision																																																																															
a. First Subdivision										d. Fourth Subdivision																																																																															
b. Second Subdivision										e. Fifth Subdivision																																																																															
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee <i>(optional)</i>																																																																					
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																																					
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>																																																																					
Signature										Date										Signature										Date																																																											
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>																				22. Position Classification Standards Used in Classifying/Grading Position OPM FWS JGS Maintenance Mechanic 4749 TS-30 May 74, FWS JGS for Trades helper Jobs TS-3 Nov 68																																																																					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																																					
Signature										Date										Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date										Initials										Date									
a. Employee <i>(optional)</i>																																																																																									
b. Supervisor																																																																																									
c. Classifier																																																																																									
24. Remarks																																																																																									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																																																																																									

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Maintenance Helper **POSITION NUMBER** 01-026A

JOB SERIES: 4749 **PAY LEVEL:** NA-5

Summary of Duties: This is a training or worker position and may be tailored to fit any of the occupational trades. Serves as assistant to a higher grade maintenance worker/mechanic in maintaining all equipment and facilities in optimum operating condition. Assists in the performance of one or more trade practices associated with occupations such as carpentry, plumbing, electrical, air conditioning, painting, and other related trades. Such assignments may include but not limited to:

Assists maintenance workers in performing general maintenance, repair and/or alterations to such items as: doors, floors, floor covering, walls, ceiling, windows, electrical switches, receptacles and light fixtures, commodes, wash basins and showers. Assists in performing repair of recreation/mess equipment and appliances and other related maintenance and/or custodial duties.

Assists in the performance of simple plumbing repairs, replacing faucets or washers; repairing toilet flushing devices; clearing clogged drains, and tightening leaking pipe joints. Assists in the performance of light maintenance on air conditioning units and intermediate maintenance on equipment in the facility. May assist in the performance of minor electrical repairs to switches and boxes, and replace electric lights, fuses and fixtures.

Drives motor vehicles to and from work sites, warehouses, and dumps. Maintains maintenance shop in a safe and clean condition. Observes environmental, safety, security and housekeeping rules and regulations.

Performs other related duties as assigned.

Skills and Knowledge: Basic knowledge of trade practices sufficient to complete simple tasks using common skills. Familiarity with safe use of common hand and powered tools. Possession of, or ability to obtain a valid state driver's license.

Responsibility: Works under the direct and constant supervision of a higher grade maintenance worker/mechanic. Performs simple tasks independently after receiving detailed instructions.

Physical Effort: Requires prolonged standing; stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Lifts, carries, and sets up materials and equipment weighing up to 10 pounds. Occasionally may handle materials and equipment weighing 40 pounds and over.

Working Conditions: Work is performed both inside and outside, and is exposed to dirt, paint vapors and fumes, possible electric shock, scrapes, burns and cuts.